



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

General Position Information

Job Title: Technical Advisor to the Assistant Inspector General for Audit

Position Number: 21462

Position Grade: GS-15

Salary Range: \$144,128 - \$172,500 (not applicable for detailees)

Vacancy Open Period: 5/5/2021 – 5/26/2021

Position Type: Cadre, Detailee

Who May Apply: Internal and External Candidates, Detailees

Division: DNI/IG/AUD

Duty Location: Reston, VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for:

- An internal or external candidate to fill a GS - 15 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Current GS employees at the same grade as the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
 - Current ODNI permanent cadre.



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- Current Federal Government employees. (Current GS employees at the same grade as the advertised positions grade may apply.)
- Candidates outside the Federal Government.
- For a detailee assignment:
 - Current Federal Government employees at the same grade as the advertised positions grade may apply.

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.
- For a selected non-Federal Government candidate, salary will be established within the salary range listed above, based on education and experience.

Component Mission

The Office of the Inspector General of the Intelligence Community (IC IG) was established within the Office of the Director of National Intelligence (ODNI) by the Intelligence Authorization Act for Fiscal Year 2010. The IC IG's organizational divisions include Audit, Investigations, Inspections and Evaluations, Mission Support Division, the Center for Protected Disclosures, and Counsel to the Inspector General.

The Audit Division provides independent and objective audits of the Intelligence Community and ODNI to promote economy, efficiency, and effectiveness of programs and operations, and to reduce fraud, waste, abuse, and mismanagement. Audits are conducted in accordance with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States.

Major Duties and Responsibilities (MDRs)

- Provide Audit leadership with expert advice and counsel on policy development and the development of policies that are designed to detect and prevent fraud, waste, and abuse and address systemic issues identified in audits that detract from program and operational effectiveness.
- Work with Audit leadership and the audit teams to strengthen reports and findings to ensure that recommendations and conclusions are justified and defensible and meet Generally Accepted Government Accounting Standards (GAGAS).
- Perform Audit Division's Quality Assurance function by performing all Independent Reference Reviews on draft and final reports to provide reasonable assurance that auditors are complying with GAGAS and that all reports adequately reflect the facts.
- Set internal standards and policies for the quality assurance program; identify weaknesses and opportunities to improve reports and the quality assurance process.



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- Serve as coordinator for the mandatory external peer reviews of IC IG Audit work; lead or participate on the external peer reviews performed by the IC IG Audit Division on other audit organizations.
- Prepare the Audit Division Annual Monitoring Report (as required by GAGAS) as well as recommendations for corrective action.
- Manage auditor training and provide professional development guidance, verifying that auditors comply with GAGAS requirements for competence and ensuring that each auditor is in compliance with Continuing Professional Education requirements as defined by GAO.
- Assist the AIG with implementing the Audit Division's recruitment program.
- Provide input to the annual work plan, Management Challenges memorandum, and IC IG's semiannual reports to the Director of National Intelligence and Congress.
- Track execution of the Audit Division's annual budget. Collect all requests for training, contract, equipment, and other budgetary needs for the upcoming fiscal year. Coordinate all budget actions (through the AIG) with the OIG Resources Manager. Resolve issues with requests for training and travel during the fiscal year.
- Develop and track audit milestone metrics.
- Track changes and update the Audit Manual as necessary.
- Plan and help organize the IC IG Forum Audit Subcommittee meetings.
- Serve as TeamMate champion for the Audit Division.

Mandatory and Educational Requirements

- Ability to support the development of written studies, conduct reviews, and contribute to the development of reports and other products in accordance with established standards.
- Ability to exercise professional judgment and critical thinking skills including the ability to think strategically, to identify needs and requirements, form objective conclusions based on empirical facts, qualitative and quantitative data, evidence, and other pertinent information, and to consider alternate solutions, courses of action, and strategies to address complex, controversial, and multi-faceted issues.
- Ability to examine information and uncover root causes.
- Ability to identify and manage conflict among multiple priorities, and identify problems that might impact timelines and deliverables.
- Ability to communicate both orally and in writing to audiences varying widely in background in clear and logical products that are meaningful, compelling, and relevant.
- Strong interpersonal skills including the ability to work in a team environment, and collaborate with OIGs across the Federal government on complex issues and areas of concern that transcend individual government agencies.



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Minimum Qualifications:

Mandatory Technical Competencies

- Expert knowledge of auditing concepts, principles, practices, and techniques to ensure work products are timely and of technical quality in conformance with Government Auditing Standards.
- Lead by example and exemplify IC IG core values of Integrity, Independence, Commitment, Diversity, and Transparency.
- Ability to foster trust within IC IG and with colleagues, partners, and stakeholders.
- Superior interpersonal skills to coordinate and collaborate with ODNI and other Offices of the Inspector General internal and external to the Intelligence Community and the Federal government on issues and areas of concern that transcend individual Government agencies.
- Superior ability to communicate effectively both orally and in writing.
- Superior analytical and critical thinking skills, including the ability to think strategically and identify needs and requirements and evaluate the effectiveness of alternate solutions, courses of action, and strategies to address complex, controversial, and multi-faceted issues.

Minimum Qualification Requirements

Experience: Applicant must have at least 8 years of auditing experience, preferably with at least 4 years in the IG audit community. Applicant must have served at least one year of specialized experience at a level of difficulty and responsibility equivalent to the GS-14 grade in the Federal service.

Education:

A. A degree in accounting, auditing, or a degree including courses in a related field such as Business Administration, Finance, or Public Administration that included or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law.

OR

B. Combination of education and experience. At least 8 years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge. The applicant's background must also include at least one of the following:

- 1) 24 semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law;
- 2) A certificate as Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; or
- 3) Completion of the requirements for a degree that included substantial course work in accounting or auditing (e.g. 15 semester hours, but that does not fully satisfy the 24 semester hours in paragraph A) provided that (a) the applicant has successfully worked at the full-performance level in accounting, auditing, or a related field (e.g. valuation engineering or financial institution examining); (b) a panel of at least two higher level professional accountants or auditors has



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determined that the applicant has demonstrated a good knowledge of accounting and of related and underlying fields that equals in breadth, depth, currency, and level of advancement that which is normally associated with successful completion of the 4-year course of study described in paragraph A; and (c) except for literal non-conformance to the requirement of 24 semester hours in accounting, the applicant's education, training, and experience fully meet the specified requirements.

Certifications/Licenses: One or more of the following certifications is desired, but not required:

- Certified Public Accountant (CPA)
- Certified Internal Auditor (CIA)
- Certified Fraud Examiner (CFE)
- Certified Information Systems Auditor (CISA)
- Certified Government Financial Manager (CGFM)

Key Requirements and How to Apply

Internal ODNI Candidates:

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: *Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNI website](#).* For current employees who do not currently have access to internal systems, applications should be sent to either DNI_COO_HRM_HR_OPS_TEAM_A_WMA@cia.ic.gov (classified email system) or Recruitment_TeamA@dni.gov. Applicants experiencing technical issues may submit their application via email to either email system.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

External Candidates:

Key Requirements:



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- U.S. Citizenship.
- Successful completion of CI polygraph and background investigation.
- Successful completion of an ODNI medical screening.
- A two-year trial period is required for all new permanent appointments to the ODNI.

A complete application must include:

- RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.
- SF-50:** Current or former Federal Government employees must provide an SF-50, "Notification of Personnel Action," to verify current federal status, position, title, grade, and organization of record.
- APPLICANTS CURRENTLY EMPLOYED BY A COMPETITIVE SERVICE AGENCY:** Must provide a written statement that they understand that, if selected for a position with ODNI, they are leaving the competitive service voluntarily to accept an appointment in the excepted service.

WHERE TO SUBMIT: *External Candidates must submit an application through the www.intelligencecareers.gov.* All attachments should be in Microsoft Word or Adobe PDF format.

CURRENT FEDERAL EMPLOYEES APPLYING FOR A DETAIL ASSIGNMENT:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. ***Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).***

Applicants from federal agencies outside the IC must provide:

- WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.



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- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record. Please disregard if you are not a Federal Government employee.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applicants from federal agencies outside the IC should be sent to either DNI_COO_HRM_HR_OPS_TEAM_A_WMA@cia.ic.gov (classified email system) or Recruitment_TeamA@dni.gov. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3799.

What to Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 703-275-3799; Email: Recruitment_TeamA@dni.gov.

Other Information

The ODNI offers a broad array of benefits programs and family friendly flexibilities for ODNI cadre.

- Federal Employees Health Benefits Program: <http://www.opm.gov/insure/health/index.asp>
- Life Insurance: <http://www.opm.gov/insure/life/index.asp>



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- Long-Term Care Insurance: <http://www.ltcfeds.com>
- Federal Employees Retirement SYSTEM (FERS) (new employees automatically covered):
<http://www.opm.gov/retire/index.asp> If you are transferring from another agency and covered by the Civil Service Retirement System (CSRS), you may continue in that system.
- Annual and Sick Leave: <http://www.opm.gov/oaca/leave/index.asp>
- Flexible Spending Accounts for Health Care and Dependent Care: <http://www.fsafeds.com/fsafeds/index.asp>
- Paid Federal Holidays
- Alternative Work Schedules

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI_Reasonable_Accommodation_WMA@cia.ic.gov and DNI_Diversity_WMA@cia.ic.gov, by unclassified email at DNI_DRA@dni.gov, by telephone at 703-275-3900 or by FAX at 703-275-1217 . Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOC EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**